

Position Announcement #01-06  
June 1, 2001

**NOTICE OF POSITION VACANCY**

**UNITED STATES PROBATION OFFICE  
UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF ILLINOIS**



POSITION TITLE: **PROBATION CLERK**

DUTY STATION: **CHICAGO, ILLINOIS**

STARTING SALARY RANGE : **CL 23 (\$24,563-\$39,953 per year); actual starting salary depends on qualifications.**

CLOSING DATE: **Open Until Filled**

**POSITION OVERVIEW:** This position is located in the Federal Probation Office in Chicago, Illinois. A probation clerk provides clerical and administrative support to a team of United States Probation Officers. The primary duties of the probation clerk are to:

- format, edit, collate, and photocopy reports typed by officers, usually within a short time period;
- prepare letters, memoranda, recurring reports and forms;
- complete verification forms and verify address information by phone;
- answer and screen phone calls;
- answer routine questions and refer persons to officers or to appropriate agency;
- prepare conditions of probation.

**QUALIFICATIONS:** To qualify for this position the applicant must be a high school graduate or equivalent, and have at least two (2) years general office experience. The experience should have included the following:

- skill in using personal computers and software applications, specifically, use of Windows 95/98 and WordPerfect 8.0;
- ability to communicate effectively and diplomatically in writing and orally;
- ability to assist officers in development of personal computer skills;
- good knowledge of office procedures, practices and processes;
- extensive knowledge of proper grammar usage and the ability to edit efficiently;
- general knowledge of the criminal justice system and legal terminology;
- ability to maintain confidentiality;
- ability to work in a team setting;
- ability to meet required deadlines, maintain tracking systems related to cases and maintain concentration despite interruptions.

**TO APPLY:** Application must be made on the government application form, OF 612 or AO78. **Applications may be obtained at the U.S. Probation Office, 55 E. Monroe, Suite 1500, Chicago, Illinois, 60603, during the hours of 8:30 a.m. to 4:30 p.m., Monday - Friday.** Return applications to the above address, attention: Human Resources. **Applicants called for interview will be given a written test. To have an application mailed to you call our 24-hour Job Information Line at (312) 408-5186. Applications submitted to the US Probation Office are valid for one year.**

Applications will be screened and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.

Individual will be subject to a background criminal history check before employment offer is made. All new employees are subject to a 12 month probationary period from date of hire. This position is subject to mandatory electronic payment of net pay.

**BENEFITS:**

Employees of the United States Probation Office are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and are entitled to most of the same benefits as other federal government employees.

-Up to 13 days paid vacation per year for the first 3 years of employment, thereafter, 20 to 26 days per year, dependent upon the length of federal service.

-Mandatory participation in the federal retirement system and social security system.

-Optional participation in the federal health insurance program of your choice.

-Optional participation in a group life insurance program.

- Optional participation in a group long term care insurance program, long term disability insurance program, as well as flexible spending accounts.

-Optional participation in Thrift Savings Plan (401K plan).

-A minimum of 10 paid holidays per year.

-Excellent opportunities for salary increases based upon performance.

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service is taken into consideration.

**THE UNITED STATES COURTS IS AN EQUAL OPPORTUNITY EMPLOYER**